

# Industrial Site Certification Program Manual

SOUTH CAROLINA DEPARTMENT OF COMMERCE

2011



# SECTION 1: PROGRAM OVERVIEW



SOUTH CAROLINA DEPARTMENT OF COMMERCE

2011

# South Carolina Department of Commerce Industrial Site Certification Program

## Program Overview

One of the fastest growing trends in the site location business is the demand for project-ready industrial sites. The reason is simple: companies continue to put pressure on the time allowed for making a location decision as well as the time required to start construction and complete the project. As such, the location decision process demands available sites, and those sites need to be ready for development. Companies looking to build new facilities want sites that are ready to go and relatively "risk free."

As a result, communities who are seeking to recruit projects need to be prepared to market their sites with a wealth of site-related information and data on their community. Companies are not willing to wait for a community to find an appropriate site and determine its suitability for development.

Recognizing this trend, the South Carolina Department of Commerce (SCDOC) initiated an Industrial Site Certification Program. This initiative has enhanced the level of community preparedness throughout the state. In 2010, SCDOC sought to revamp its program and retained McCallum Sweeney Consulting (MSC) to help with this endeavor. As such, the MSC team along with the SCDOC team and a group of stakeholders from around the state has redesigned the program, the minimum criteria, and the process to achieve certification.

The remainder of this document describes the SCDOC Industrial Site Certification Program and process. In addition, a schedule for the program implementation is outlined.

## Program Objectives

The objectives of the SCDOC Industrial Site Certification Program are as follows:

- Provide prospects with comprehensive site data and ensure that certain minimum information is available on a site;
- Assist the communities in determining the marketability of existing sites; and
- Certify sites or industrial parks that are ready for industrial development.

## Certification Process

The SCDOC Industrial Site Certification Program is a three-step process. Detailed instructions are provided in the document entitled *Instructions for Submission*. The outline below provides an overview of each of the steps in the process.

***All three steps must be completed in order for a site to be designated as “certified.”***

- **Step 1: Site Verification.** During this step, the applicant will indicate his/her intent to pursue certification by completing an application to have the site verified and notifying SCDOC through a Letter of Intent. The applicant must indicate in their Letter of Intent if they intend for the property to be certified as an industrial site or industrial park. Two hard copies and two electronic copies of each of these documents are to be submitted to SCDOC.

Once these documents have been completed, the applicant will receive all of the necessary Step 2 documents from MSC.

- **Step 2: Site Evaluation.** During this step, the applicant will complete a *Site and Community Questionnaire* and compile the *Step 2 Required Attachments*. One copy of the questionnaire and the required attachments should be submitted to both MSC and SCDOC. MSC will review the information and conduct a site visit to the site or park.

MSC scores all of the applications based on the site's Technical and Marketing Attractiveness. In both cases, MSC uses a number of different criteria. These scores are reviewed with SCDOC and the team makes a determination regarding whether or not the site should be invited to move forward with certification.

Sites that are deemed appropriate for certification will receive an invitation to submit the site or park for certification and all of the necessary Step 3 documents. Those sites that are not asked to move forward with certification receive immediate feedback from MSC (including the Technical and Marketing Attractiveness scores).

- **Step 3: Site Certification.** A site must receive an invitation in order to submit a full application for certification. During this step, Step 2 materials may require some updating as well as additional information that will be developed and submitted. One copy of the Site Certification documents should be submitted to both MSC and SCDOC.

## Industrial Sites and Industrial Parks

The SCDOC Industrial Site Certification Program is designed to certify industrial sites and industrial parks. For the purposes of this program, an industrial site is defined as a site that is a minimum of 20 developable<sup>1</sup>, contiguous acres with the assets (i.e., utilities, transportation, etc.) necessary to support an industrial facility. An industrial park is defined as property that is a minimum of 100 subdividable acres with the assets necessary to support industrial facilities.

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<sup>1</sup> “Developable” acres are those that have no impediments to development, or mitigation for any known impediments can be accomplished in less than 90 days.

Impediments to developability (such as a stream, road, utility easement) can exist in an industrial park, provided that there is a single 20-acre, contiguous, developable parcel.

## Program Schedule

The program will be implemented in two rounds for 2011. The schedule for 2011 is as follows:

### Round I

- Step 1 submittals due to SCDOC by **March 16, 2011**
- Step 2 documents distributed by MSC on March 18, 2011
- Step 2 submittals due to MSC by April 29, 2011
- Site Visits will occur during the weeks of May 16<sup>th</sup> and May 23<sup>rd</sup>
- Invitations to proceed with Step 3 will be issued the week of June 10, 2011

### Round II

- Step 1 submittals due to SCDOC by **July 13, 2011**
- Step 2 documents distributed by MSC on July 15, 2011
- Step 2 submittals due to MSC by August 24, 2011
- Site Visits will occur during the weeks of September 12<sup>th</sup> and September 19<sup>th</sup>
- Invitations to proceed with Step 3 will be issued the week of October 17, 2011

***To avoid a lapse in the site's certification status, it is recommended for sites that are approaching recertification to begin the process as soon as possible.***

***Please note that all Step 3 submittals are due to SCDOC within 12 months of receiving an invitation to proceed with certification. If not completed in that timeframe, the applicant will need to resubmit Step 1 and Step 2.***

## Reverification and Recertification

All industrial sites and parks certified under the SCDOC Industrial Site Certification Program will have to be reverified every two years. The reverification process will require applicants to complete the Step 1 questionnaire (Available Industrial Sites / Parks Questionnaire) and submit to SCDOC. Applicants that submitted proof of control for a two-year period will be required to resubmit documentation of proof of property control for an additional two-year period.<sup>2</sup>

In addition, every site and park will have to be recertified. All sites that are certified under the existing program criteria will have to be recertified under the new program guidelines. In most cases the certification expiration will be 5 years from the date of the Jurisdictional Determination letter or, if applicable, when a five-year option expires, whichever comes first. The expiration date for each certified site will be indicated in the certification letter provided to each applicant.

## Program Contacts

If there are any questions regarding the materials or the application process, please contact:

Seth Peterson  
South Carolina Department of Commerce  
803-737-0597  
speterson@sccommerce.com

OR

Jeannette Goldsmith  
McCallum Sweeney Consulting  
864-672-1600 x203  
jgoldsmith@mccallumsweeney.com

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<sup>2</sup> Proof of control can be demonstrated by providing one of the following documents: 1) an appropriate real estate listing agreement authorizing an agent to offer the property for sale; 2) an option to purchase; or 3) a contingency contract to purchase or lease.



# **SECTION 2:**

## **STEP 1 REQUIREMENTS – SITE VERIFICATION**

A banner featuring a close-up of the South Carolina state flag, showing the white palmetto tree and the blue and white stripes. A dark blue horizontal band is superimposed across the middle of the image.

**SOUTH CAROLINA DEPARTMENT OF COMMERCE**



**January 2010**

## South Carolina Department of Commerce Industrial Site Certification Program

### Step 1 Requirements – Site Verification

- The applicant must complete the site verification questionnaire – *Available Industrial Site/Park Questionnaire*. The questionnaire must be signed by the owner of the site and the director of the local economic development authority.

A site verification questionnaire can be obtained online at [www.sccommerce.com](http://www.sccommerce.com) or from the Manager, Buildings and Sites with the Division of Community & Rural Planning and Development at SCDOC.

All sites must have a definitive sale price and commitment by the owner to sell in order to be considered a verified site (or a definitive lease price and terms).

- A Letter of Intent must be submitted to the Industrial Site Certification Program Manager at the SCDOC. This letter should be signed by the applicant (the site owner, the director of the local economic development authority, or a county- or city-elected official). ***The Letter of Intent must indicate whether the applicant intends to submit as an industrial site or industrial park. The applicant can only choose one category for certification.***
- Please submit the *Available Industrial Site/Park Questionnaire* and a Letter of Intent to the SCDOC at the address listed below:

South Carolina Department of Commerce  
1201 Main Street, Suite 1600  
Columbia, SC 29201

ATTN: Seth Peterson



# South Carolina Department of Commerce Industrial Site Certification Program

## Letter of Intent Template

The applicant must submit a letter on his/her organization's letterhead to express his/her intent to submit an industrial site into the SCDOC Industrial Site Certification Program. The applicant must be the individual who is authorized to represent the property (the site owner, the director of the local economic development authority, or a county or city elected official). Below is an example letter that highlights the information that should be included in the Letter of Intent.

### DATE

Seth Peterson  
South Carolina Department of Commerce  
1201 Main Street, Suite 1600  
Columbia, SC 29201

Mr. Peterson:

This letter is to express my intent to submit the **SITE NAME** in **COUNTY** for the South Carolina Department of Commerce Industrial Site Certification Program. The site will be submitted as an **INDUSTRIAL SITE** or **INDUSTRIAL PARK**.

In submitting this letter, I acknowledge that:

- I have read and understand the minimum criteria for this program.
- I am willing and able to incur the expenditures necessary to complete the program.
- I understand that participation in this program is voluntary, and certification is not guaranteed.

Sincerely,

**APPLICANT NAME**  
**APPLICANT CONTACT INFO**

# SECTION 3: STEP 2 REQUIREMENTS – SITE EVALUATION



SOUTH CAROLINA DEPARTMENT OF COMMERCE

2011

## South Carolina Department of Commerce Industrial Site Certification Program

### Step 2 Requirements – Site Evaluation

- **Step 1 must be completed.**
- The *Site and Community Questionnaire* must be completely filled out.
- All of the *Step 2 Required Attachments* must be prepared.
- All documents must be prepared electronically. Handwritten documents will not be accepted.
- The *Site and Community Questionnaire* and the *Step 2 Required Attachments* must be submitted to McCallum Sweeney Consulting (MSC). **Please send one hard copy and one electronic copy<sup>1</sup> of the proposal to:**

McCallum Sweeney Consulting  
550 South Main Street, Suite 550  
Greenville, SC 29601

ATTN: SCDOC ISCP Project Manager

- The application submitted to MSC must be accompanied by a check for \$5,500 made payable to McCallum Sweeney Consulting. Any additional sites submitted by the applicant in the same round will be \$4,500 each.
- A second hard copy and electronic copy of the Step 2 materials should be sent to:

South Carolina Department of Commerce  
1201 Main Street, Suite 1600  
Columbia, SC 29201

ATTN: Seth Peterson

Upon receipt of the information, MSC will conduct a desktop evaluation of the questionnaire and the required attachments. MSC will contact the applicant to schedule a site visit. Prior to a site visit, MSC will issue a letter to the applicant requesting additional information or clarification of certain items. MSC will conduct a site visit, and additional follow-up information may be requested at that time.

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<sup>1</sup> The file name for each attachment included in the electronic copies should correspond to the same numbering as the hard copies. For example, the file name for the general transportation map (#5 on the list of *Step 2 Required Attachments*) should read “5 – General Transportation Map.”

## South Carolina Department of Commerce Industrial Site Certification Program

### Step 2 Required Attachments (Site)

***Please submit all attachments in the order indicated by this list. Separate each attachment with a tab. The file name for each attachment on electronic copies should correspond to the same numbering as the hard copies.<sup>1</sup>***

#### General

1. General location map.
2. Site boundary map.
3. Aerial photograph with site boundaries identified.
4. USGS 7½ minute quadrangle map (scale of 1:24,000) with site boundaries identified.
5. General transportation map including roads, rail, ports, and airports within a 50-mile radius of the site.

#### Site Availability

6. Documentation that ensures that the site may be offered for a period of **at least two years.**<sup>2</sup> This must include **one** of the following:
  - a. An appropriate real estate listing agreement authorizing an agent to offer the property for sale.
  - b. An option to purchase.
  - c. A contingency contract to purchase or lease.
  - d. If the site owner is also the applicant, a letter from the owner (or his/her authorized representative) indicating the intent to sell the property.
7. A letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered.
8. A copy of the present deed that indicates the current ownership of the industrial site for the property.
9. A county tax map depicting the location and property boundaries of the site.

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<sup>1</sup> For example, the file name for the general transportation map (#5 on this list) should read "5 – General Transportation Map" on the electronic copy.

<sup>2</sup> If the applicant is the recipient or intends to use funding from SCDOC to complete the site certification process, then the applicant must demonstrate that the site can be offered for a period of five years.

## Site Developability

10. Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, restrictive covenants, or any other items that might impact the site's developability.
11. A county soil survey with site boundaries identified.
12. National Wetlands Inventory (NWI) map for the site area.
13. A copy of the industrial park covenants, conditions, and restrictions (if applicable).
14. FEMA flood map(s) with panel number indicated and site boundaries identified.

## Transportation

15. Map indicating the following:
  - a. Route from the site to an interstate.
  - b. Any bridges that must be crossed along the route highlighted and the weight limit of those bridges indicated.
  - c. Any underpasses that occur along the route highlighted and the height and width clearances of those underpasses indicated.
16. Map of existing rail infrastructure (if applicable).
17. A letter from the rail provider indicating its feasibility and willingness to provide rail access to the proposed site (if applicable).

## Zoning

18. Map illustrating the current zoning for the site and surrounding area.
19. A document that indicates the site's current zoning description and outlines the acceptable uses under the current zoning description (if applicable). If the zoning for the area surrounding the site is different than the zoning for the site itself, also attach a description of allowable uses under current zoning classifications for surrounding property (if applicable).
20. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map.

## Utilities

21. Infrastructure map(s) identifying the following:
  - a. Electric lines.
  - b. Natural gas lines.
  - c. Water lines.
  - d. Sewer lines.

- e. Telecommunications infrastructure.
22. If electric infrastructure is not within 500 feet of the site, please provide a letter from the service provider(s) detailing how service will be brought to the site. Please include the following:
- a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the site.
23. If the applicant intends to market the site as served by natural gas and natural gas infrastructure is not within 500 feet of the site, please provide a letter from the service provider(s) detailing how service will be brought to the site. Please include the following:
- a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the site.
24. Attach a letter from the water service provider verifying that there is a minimum of 150,000 gallons per day of excess permitted capacity available.
- If water infrastructure is not within 500 feet of the site, please attach documentation on the following:
- a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the site.
25. Attach a letter from the owner of the wastewater treatment facility(s) serving the site verifying that there is a minimum of 100,000 gallons per day of excess permitted capacity available.
- If wastewater infrastructure is not within 500 feet of the site, please attach documentation on the following:
- a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the site.
26. Letter from telecommunications provider that assures that the site can be served.

***If any additional due diligence studies have been completed at this point, please include reports with submission.***



## South Carolina Department of Commerce Industrial Site Certification Program

### Step 2 Required Attachments (Industrial Park)

***Please submit all attachments in the order indicated by this list. Separate each attachment with a tab. The file name for each attachment on electronic copies should correspond to the same numbering as the hard copies.<sup>1</sup>***

#### General

1. General location map.
2. Industrial park boundary map.
3. Aerial photograph with industrial park boundaries identified.
4. USGS 7½ minute quadrangle map (scale of 1:24,000) with industrial park boundaries identified.
5. General transportation map including roads, rail, ports, and airports within a 50-mile radius of the industrial park.

#### Site Availability

6. Documentation that ensures that the sites within the industrial park may be offered for a period of **at least two years.**<sup>2</sup> This must include **one** of the following:
  - a. An appropriate real estate listing agreement authorizing an agent to offer the property for sale.
  - b. An option to purchase.
  - c. A contingency contract to purchase or lease.
  - d. If the industrial park owner is also the applicant, a letter from the owner (or his/her authorized representative) indicating the intent to sell the property.
7. A letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered.
8. A copy of the present deed that indicates the current ownership of the industrial park for the property.
9. A county tax map depicting the location and property boundaries of the industrial park.

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<sup>1</sup> For example, the file name for the general transportation map (#5 on this list) should read "5 – General Transportation Map" on the electronic copy.

<sup>2</sup> If the applicant is the recipient or intends to use funding from SCDOC to complete the site certification process, then the applicant must demonstrate that the industrial park can be offered for a period of five years.

## Site Developability

10. Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, or any other items that might impact the industrial park's developability.
11. A county soil survey with industrial park boundaries identified.
12. National Wetlands Inventory (NWI) map for the industrial park area.
13. FEMA flood map(s) of the proposed industrial park with panel number indicated and industrial park boundaries identified.

## Transportation

14. Map indicating the following:
  - a. Route from the industrial park to an interstate.
  - b. Any bridges that must be crossed along the route highlighted and the weight limit of those bridges indicated.
  - c. Any underpasses that occur along the route highlighted and the height and width clearances of those underpasses indicated.
15. Map of existing rail infrastructure (if applicable).
16. A letter from the rail provider indicating its feasibility and willingness to provide rail access to the proposed industrial park (if applicable).

## Zoning

17. Map illustrating the current zoning for the industrial park and surrounding area.
18. A document that indicates the industrial park's current zoning description and outlines the acceptable uses under the current zoning description (if applicable). If the zoning for the area surrounding the industrial park is different than the zoning for the industrial park itself, also attach a description of allowable uses under current zoning classifications for surrounding property (if applicable).
19. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map.

## Utilities

20. Infrastructure map(s) identifying the following:
  - a. Electric lines.
  - b. Natural gas lines.
  - c. Water lines.
  - d. Sewer lines.
  - e. Telecommunications infrastructure.

21. If electric infrastructure is not within 500 feet of the industrial park, please provide a letter from the service provider(s) detailing how service will be brought to the industrial park. Please include the following:
  - a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the industrial park.
22. If the applicant intends to market the industrial park as served by natural gas and natural gas infrastructure is not within 500 feet of the industrial park, please provide a letter from the service provider(s) detailing how service will be brought to the industrial park. Please include the following:
  - a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the industrial park.
23. Attach a letter from the water service provider verifying that there is a minimum of 300,000 gallons per day of excess permitted capacity available.

If water infrastructure is not within 500 feet of the industrial park, please attach documentation on the following:

  - a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the industrial park.
24. Attach a letter from the owner of the wastewater treatment facility(s) serving the industrial park verifying that there is a minimum of 200,000 gallons per day of excess permitted capacity available.

If wastewater infrastructure is not within 500 feet of the industrial park, please attach documentation on the following:

  - a. Route of proposed extension.
  - b. Identify rights-of-way and ownership, and describe the acquisition process.
  - c. Rough cost estimate and timeline to extend utilities to the industrial park.
25. Letter from telecommunications provider that assures that the industrial park can be served.

## Other Requirements

26. Attach the Master Development Plan for the industrial park including the location of access roads, easements for utilities, and proposed lot locations and sizes (if developed).
27. A copy of the industrial park covenants, conditions, and restrictions (if developed).

***If any additional due diligence studies have been completed at this point, please include reports with submission.***

# **SECTION 4: STEP 3 REQUIREMENTS – SITE CERTIFICATION**



**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**2011**

## South Carolina Department of Commerce Industrial Site Certification Program

### Step 3 Requirements – Site Certification

- **Steps 1 and 2 must be completed.**
- The applicant must receive an invitation to participate in Step 3 from McCallum Sweeney Consulting.
- The site must meet all of the criteria listed in the *Minimum Criteria for Industrial Site Certification*. To complete all necessary surveys and reports, the community must retain professional and qualified personnel.
- All of the *Step 3 Required Attachments* must be prepared.
- Two copies of the full proposal should be compiled. A full proposal must be submitted in a three ring binder and follow the *Full Proposal Table of Contents*.
- **Please send one hard copy and one electronic copy<sup>1</sup> to:**

McCallum Sweeney Consulting  
550 South Main Street, Suite 550  
Greenville, SC 29601

ATTN: SCDOC ISCP Project Manager

- **A second hard copy and electronic copy of the Step 3 materials should be sent to:**

South Carolina Department of Commerce  
1201 Main Street, Suite 1600  
Columbia, SC 29201

ATTN: Seth Peterson

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<sup>1</sup> The file name for each attachment included in the electronic copies should correspond to the same numbering as the hard copies. For example, the file name for the general transportation map (#5 on the list of *Step 2 Required Attachments*) should read “5 – General Transportation Map.”



## South Carolina Department of Commerce Industrial Site Certification Program

### Step 3 Required Attachments (Site)

***Please refer to the Table of Contents document included with the Step 3 Instructions for Submission to prepare the Step 3 submission.***

#### Site Availability

1. Recordable boundary survey for the proposed site that meets the requirements of the State Plat Law for Class "A" Surveys and is tied to the SC State Plane Coordinate System NAD 1983.
2. Results of a title search showing clear title to the proposed site (the title search must encompass at least the prior 50-year history).

An acceptable title search must indicate:

- The owner does have a saleable interest in the property
- Any restrictions on the use of the property (covenants or easements)
- Any liens that may exist against the property.

#### Site Developability

3. Phase I Environmental Site Assessment (ESA). The Phase I ESA should be performed in accordance with ASTM Standard E1527-05. If there is indication of a recognized environmental concern, a Phase II ESA should be submitted. If the identified areas of environmental concern are part of the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, a remediation plan must also be submitted. The remediation plan must include cost and schedule estimates.
4. A Wetlands Delineation including map(s) and/or report(s) indicating the location of wetlands must be submitted. When available, a Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should also be provided.<sup>1</sup> If wetlands exist and will be disturbed, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
5. An endangered and threatened species study including map(s) and/or report(s) indicating the presence and location of rare or endangered plant and/or animal species must be submitted. This report should be accompanied by an acknowledgement letter from the U.S. Fish and Wildlife Service. If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
6. An archeological/historical investigation report including map(s) and/or report(s) indicating the presence and location of archeological findings, historic sites, or

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<sup>1</sup> If all other criteria have been met successfully, industrial sites and parks will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.

structures must be provided.<sup>2</sup> This report should be accompanied by an acknowledgement letter from the State Historical Preservation Officer (SHPO). If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted. If a community has completed an archeological and historical investigation on their site, and they have received a letter from SHPO stating that it would recommend that no additional cultural resource surveys are necessary – the community does not have to redo the archeological and historical study.

7. A geotechnical study documenting that the site's soil characteristics are compatible with industrial development must be submitted. The study should indicate a specific Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is now required that communities do one drilling per 50 acres, but no fewer than four drillings, and no more than 16 drillings. The exception to this would be if considerable wetlands were on the site rendering a large amount of acreage unsuitable for development.
8. A topographic survey or topographic analysis of the site indicating the two-foot contours of the site.<sup>3</sup>
9. An engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. To complete this estimate, the applicant should assume a graded pad of 300 feet by 500 feet. Provide a visual indicating the location of the proposed pad on the site.
10. If there is filling on the site in designated flood areas, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for the site, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.

## Transportation

11. Map indicating the following:
  - a. Route from the site to an interstate indicated.
  - b. Any bridges that must be crossed must be indicated and the weight limit of those bridges must be provided.
  - c. Any underpasses that occur along the route must be indicated and the height and width clearances of those underpasses must be provided.

If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:

- d. Letter of Intent stating access will be upgraded to required standards when the site is developed. This letter should contain specific details about all road improvements necessary to allow access to the site.

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<sup>2</sup> The protocol for this study is outlined in a Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History.

<sup>3</sup> Aerial LIDAR surveys are acceptable.

- e. A plan including itemized cost and schedule estimates for making all necessary upgrades to the site access.
  - f. A written plan to finance all necessary upgrades to the site access.
- 12. A plan (including the route, a cost, and a schedule) for providing rail to the proposed site (if applicable).
- 13. Potential rail layouts for the proposed site with site boundaries identified (if applicable).
- 14. Proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option (if applicable).

## Zoning

- 15. Letter of willingness from authorized personnel to consider a change to site's zoning (if applicable). This letter should also include an outline of the rezoning process.

## Utilities

- 16. Documentation of electric infrastructure
  - a. A letter from the power supplier addressing availability and time required to supply three-phase electric service to the site, the location and voltage of the nearest electric infrastructure serving this site, and the ability to serve the site with transmission-level service.

If electric infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending electric utilities to the site and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- 17. Documentation of natural gas infrastructure (if the applicant intends to market the site as served by natural gas)
  - a. A letter from the supplier indicating line size, feasibility, and reliability of supply.

If natural gas infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending natural gas infrastructure to the site and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- 18. Documentation of water infrastructure

- a. A letter from the water service provider certifying that there is a minimum of 150,000 gallons per day of excess permitted capacity available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the proposed site, and that the site is within 500 feet of existing water lines that can supply 150,000 gallons per day. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
- b. Documentation of the size, capacity, and utilization of the existing water treatment plant and any available water storage capacity in the vicinity of the site.
- c. Documentation of the size, capacity, and utilization of the existing water infrastructure at the site and the static and residual pressures in the vicinity of the site.

If the water infrastructure to supply 150,000 gallons per day is not within 500 feet of the site, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending water service to the site and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the water extension upon request for service.

If the water system is not capable of providing 150,000 gallons per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing water treatment system.
- h. A copy of all required permits for the water system expansions.
- i. A written plan to finance the water system upgrade upon request for service.

19. Documentation of wastewater infrastructure

- a. A letter from the wastewater treatment service provider certifying that there is excess permitted treatment capacity for 100,000 gallons per day available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the site, that the proposed site is within 500 feet of existing wastewater lines that can handle 100,000 gallons per day, and that connection to these wastewater lines is technically and economically feasible. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
- b. Documentation of the size, capacity, and utilization of the proposed collection lines and the size and excess capacity of existing or proposed pumping facilities that are necessary to service the site.

- c. Documentation of the permitted capacity, utilization, and excess capacity of the treatment facility; and the type of treatment technology that is presently in use at the treatment facility.

If the wastewater infrastructure that can handle 100,000 gallons per day is not within 500 feet of the site, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending wastewater service to the site and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the sewer extension upon request for service.

If the wastewater system is not capable of providing 100,000 gallons of treatment capacity per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing wastewater treatment system.
- h. A copy of all required permits for the sewer system expansions.
- i. A written plan to finance the sewer system upgrades upon request for service.

20. Documentation of telecommunications infrastructure

- a. A letter from the service provider indicating the type of services available at the site.

If telecommunications infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending telecommunications infrastructure to the site and time required for extension.
- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).

## Other Requirements

- 21. The applicant must submit a Site Concept Plan that shows the potential building pad, planned ingress/egress, and easements.

## South Carolina Department of Commerce Industrial Site Certification Program

### Step 3 Required Attachments (Industrial Park)

***Please refer to the Table of Contents document included with the Step 3 Instructions for Submission to prepare the Step 3 submission.***

#### Site Availability

1. Recordable boundary survey for the proposed industrial park that meets the requirements of the State Plat Law for Class "A" Surveys and is tied to the SC State Plane Coordinate System NAD 1983.
2. Results of a title search showing clear title to the proposed industrial park (the title search must encompass at least the prior 50-year history).

An acceptable title search must indicate:

- The owner does have a saleable interest in the property
- Any restrictions on the use of the property (covenants or easements)
- Any liens that may exist against the property.

#### Site Developability

3. Phase I Environmental Site Assessment (ESA). The Phase I ESA should be performed in accordance with ASTM Standard E1527-05. If there is indication of a recognized environmental concern, a Phase II ESA should be submitted. If the identified areas of environmental concern are part of the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, a remediation plan must also be submitted. The remediation plan must include cost and schedule estimates.
4. A Wetlands Delineation including map(s) and/or report(s) indicating the location of wetlands must be submitted. A Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should also be provided.<sup>1</sup> If wetlands exist and will be disturbed, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
5. An endangered and threatened species study including map(s) and/or report(s) indicating the presence and location of rare or endangered plant and/or animal species must be submitted. This report should be accompanied by an acknowledgement letter from the U.S. Fish and Wildlife Service. If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
6. An archeological/historical investigation report including map(s) and/or report(s) indicating the presence and location of archeological findings, historic sites, or

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<sup>1</sup> If all other criteria have been met successfully, industrial sites and parks will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.



structures must be provided.<sup>2</sup> This report should be accompanied by an acknowledgement letter from the State Historical Preservation Officer (SHPO). If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted. If a community has completed an archeological and historical investigation on their site, and they have received a letter from SHPO stating that it would recommend that no additional cultural resource surveys are necessary – the community does not have to redo the archeological and historical study.

7. A geotechnical study documenting that the industrial park's soil characteristics are compatible with industrial development must be submitted. The study should indicate a specific Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is now required that communities do one drilling per 50 acres, but no fewer than four drillings, and no more than 16 drillings. The exception to this would be if considerable wetlands were on the site rendering a large amount of acreage unsuitable for development.
8. A topographic survey or topographic analysis of the industrial park indicating the two-foot contours of the industrial park.<sup>3</sup>
9. An engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. To complete this estimate, the applicant should assume a graded pad of 300 feet by 500 feet. Provide a visual indicating the location of the proposed pad in the industrial park.
10. If there is filling in designated flood areas of the industrial park, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for any of the sites within the industrial park, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.

## Transportation

11. Map indicating the following:
  - a. Route from the industrial park to an interstate.
  - b. Any bridges that must be crossed along the route highlighted and the weight limit of those bridges indicated.
  - c. Any underpasses that occur along the route highlighted and the height and width clearances of those underpasses indicated.

If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:

- d. Letter of Intent stating access will be upgraded to required standards when the industrial park is developed. This letter should contain specific details about all road improvements necessary to allow access to the industrial park.

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<sup>2</sup> The protocol for this study is outlined in a Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History.

<sup>3</sup> Aerial LIDAR surveys are acceptable.

- e. A plan including itemized cost and schedule estimates for making all necessary upgrades to the industrial park access.
- f. A written plan to finance all necessary upgrades to the industrial park access.
- 12. A plan (including the route, a cost, and a schedule) for providing rail to the proposed industrial park (if applicable).
- 13. Potential rail layouts for the proposed industrial park with site boundaries identified (if applicable).
- 14. Proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option (if applicable).

## Zoning

- 15. Letter of willingness from authorized personnel to consider a change to industrial park's zoning (if applicable). This letter should also include an outline of the rezoning process.

## Utilities

- 16. Documentation of electric infrastructure
  - a. A letter from the power supplier addressing availability and time required to supply three-phase electric service to the industrial park, the location and voltage of the nearest electric infrastructure serving this industrial park, and the ability to serve the industrial park with transmission-level service.

If electric infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending electric utilities to the industrial park and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- 17. Documentation of natural gas infrastructure (if the applicant intends to market the industrial park as served by natural gas)
  - a. A letter from supplier indicating line size, feasibility, and reliability of supply.

If natural gas infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending natural gas infrastructure to the industrial park and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).

18. Documentation of water infrastructure

- a. A letter from the water service provider certifying that there is a minimum of 300,000 gallons per day of excess permitted capacity available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the proposed industrial park, and that the industrial park is within 500 feet of existing water lines that can supply 300,000 gallons per day. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
- b. Documentation of the size, capacity, and utilization of the existing water treatment plant and any available water storage capacity in the vicinity of the industrial park.
- c. Documentation of the size, capacity, and utilization of the existing water infrastructure at the industrial park and the static and residual pressures in the vicinity of the industrial park.

If the water infrastructure to supply 300,000 gallons per day is not within 500 feet of the industrial park, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending water service to the industrial park and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the water extension upon request for service.

If the water system is not capable of providing 300,000 gallons per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing water treatment system.
- h. A copy of all required permits for the water system expansions.
- i. A written plan to finance the water system upgrade upon request for service.

19. Documentation of wastewater infrastructure

- a. A letter from the wastewater treatment service provider certifying that there is excess permitted treatment capacity for 200,000 gallons per day available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the industrial park, that the proposed industrial park is within 500 feet of existing wastewater lines that can handle 200,000 gallons per day, and that connection to these wastewater lines is technically and economically feasible. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.

- b. Documentation of the size, capacity, and utilization of the proposed collection lines and the size and excess capacity of existing or proposed pumping facilities that are necessary to service the industrial park.
- c. Documentation of the permitted capacity, utilization, and excess capacity of the treatment facility; and the type of treatment technology that is presently in use at the treatment facility.

If the wastewater infrastructure that can handle 200,000 gallons per day is not within 500 feet of the industrial park, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending wastewater service to the industrial park and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the sewer extension upon request for service.

If the wastewater system is not capable of providing 200,000 gallons of treatment capacity per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing wastewater treatment system.
- h. A copy of all required permits for the sewer system expansions.
- i. A written plan to finance the sewer system upgrades upon request for service.

20. Documentation of telecommunications infrastructure

- a. A letter from the service provider indicating the type of services available at the industrial park.

If telecommunications infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending telecommunications infrastructure to the industrial park and time required for extension.
- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).

## Other Requirements

21. A Master Development Plan that shows the location of park access roads, easements for all utilities (water, sewer, natural gas, electricity, and telecommunications), and proposed lot locations and sizes must be submitted. The Master Development Plan should take into consideration and note the location of development limitations, such as wetlands, floodplains, and permanent easements.
22. A draft set of protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control must be submitted.

## South Carolina Department of Commerce Industrial Site Certification Program

### Full Proposal Table of Contents for an Industrial Site (Step 3)

***Please construct final proposal in the order indicated by this list. Separate each attachment with a tab. The file name for each attachment on electronic copies should correspond to the same numbering as the hard copies.<sup>1</sup>***

#### General

1. General overview report that briefly summarizes the information from all surveys and reports.
2. Completed SCDOC Available Industrial Site/Park Questionnaire.
3. Copy of Letter of Intent.
4. Completed Site and Community Questionnaire. *Note: If site conditions have changed since Step 2, please be sure to update the Site and Community Questionnaire.*
5. General location map.
6. Site boundary map.
7. Aerial photograph with site boundaries identified.
8. USGS 7½ minute quadrangle map (scale of 1:24,000) with site boundaries identified.
9. General transportation map including roads, rail, ports, and airports within a 50-mile radius of the site.

#### Site Availability

10. Documentation that ensures that the site may be offered for a period of **at least two years.**<sup>2</sup> This must include **one** of the following:
  - a. An appropriate real estate listing agreement authorizing an agent to offer the property for sale.
  - b. An option to purchase.
  - c. A contingency contract to purchase or lease.
  - d. If the site owner is also the applicant, a letter from the owner (or his/her authorized representative) indicating the intent to sell the property.
11. A letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered.

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<sup>1</sup> For example, the file name for the general transportation map (#10 on this list) should read "10 – General Transportation Map" on the electronic copy.

<sup>2</sup> If the applicant is the recipient or intends to use funding from SCDOC to complete the site certification process, then the applicant must demonstrate that the site can be offered for a period of five years.



12. A copy of the present deed that indicates the current ownership of the industrial site for the property.
13. A county tax map depicting the location and property boundaries of the site.
14. Recordable boundary survey for the proposed site that meets the requirements of the State Plat Law for Class "A" Surveys and is tied to the SC State Plane Coordinate System NAD 1983.
15. Results of a title search showing clear title to the proposed site (the title search must encompass at least the prior 50-year history).

An acceptable title search must indicate:

- The owner does have a saleable interest in the property
- Any restrictions on the use of the property (covenants or easements)
- Any liens that may exist against the property.

### Site Developability

16. Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, restrictive covenants, or any other items that might impact the site's developability.
17. A county soil survey with site boundaries identified.
18. National Wetlands Inventory (NWI) map for the site area.
19. A copy of the industrial park covenants, conditions, and restrictions (if applicable).
20. FEMA flood map(s) with panel number indicated and site boundaries identified.
  - a. If there is filling on the site in designated flood areas, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for the site, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas
21. Phase I Environmental Site Assessment (ESA). The Phase I ESA should be performed in accordance with ASTM Standard E1527-05. If there is indication of a recognized environmental concern, a Phase II ESA should be submitted. If the identified areas of environmental concern are part of the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, a remediation plan must also be submitted. The remediation plan must include cost and schedule estimates.
22. A Wetlands Delineation including map(s) and/or report(s) indicating the location of wetlands must be submitted. A Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should also be provided.<sup>3</sup> If wetlands exist and will be disturbed, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.

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<sup>3</sup> If all other criteria have been met successfully, industrial sites and parks will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.

23. An endangered and threatened species study including map(s) and/or report(s) indicating the presence and location of rare or endangered plant and/or animal species must be submitted. This report should be accompanied by an acknowledgement letter from the U.S. Fish and Wildlife Service. If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
24. An archeological/historical investigation report including map(s) and/or report(s) indicating the presence and location of archeological findings, historic sites, or structures must be provided.<sup>4</sup> This report should be accompanied by an acknowledgement letter from the State Historical Preservation Officer (SHPO). If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted. If a community has completed an archeological and historical investigation on their site, and they have received a letter from SHPO stating that it would recommend that no additional cultural resource surveys are necessary – the community does not have to redo the archeological and historical study.
25. A geotechnical study documenting that the site's soil characteristics are compatible with industrial development must be submitted. The study should indicate a specific Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is now required that communities do one drilling per 50 acres, but no fewer than four drillings, and no more than 16 drillings. The exception to this would be if considerable wetlands were on the site rendering a large amount of acreage unsuitable for development.
26. A topographic survey or topographic analysis of the site indicating the two-foot contours of the site.<sup>5</sup>
27. An engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. To complete this estimate, the applicant should assume a graded pad of 300 feet by 500 feet. Provide a visual indicating the location of the proposed pad on the site.

## Transportation

28. Map indicating the following:
  - a. Route from the site to an interstate.
  - b. Any bridges that must be crossed along the route highlighted and the weight limit of those bridges indicated.
  - c. Any underpasses that occur along the route highlighted and the height and width clearances of those underpasses indicated.

If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:

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<sup>4</sup> The protocol for this study is outlined in a Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History.

<sup>5</sup> Aerial LIDAR surveys are acceptable.

- d. Letter of Intent stating access will be upgraded to required standards when the site is developed. This letter should contain specific details about all road improvements necessary to allow access to the site.
  - e. A plan including itemized cost and schedule estimates for making all necessary upgrades to the site access.
  - f. A written plan to finance all necessary upgrades to the site access.
29. Documentation of rail infrastructure (if applicable)
- a. Map of existing rail infrastructure (if applicable).
  - b. A letter from the rail provider indicating its feasibility and willingness to provide rail access to the proposed site (if applicable).
  - c. A plan (including the route, a cost, and a schedule) for providing rail to the proposed site (if applicable).
  - d. Potential rail layouts for the proposed site with site boundaries identified (if applicable).
  - e. Proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option (if applicable).

## Zoning

- 30. Map illustrating the current zoning for the site and surrounding area.
- 31. A document that indicates the site's current zoning description and outlines the acceptable uses under the current zoning description (if applicable). If the zoning for the area surrounding the site is different than the zoning for the site itself, also attach a description of allowable uses under current zoning classifications for surrounding property (if applicable).
- 32. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map.
- 33. Letter of willingness from authorized personnel to consider a change to site's zoning (if applicable). This letter should also include an outline of the rezoning process.

## Utilities

- 34. Infrastructure map(s) identifying the following:
  - a. Electric lines.
  - b. Natural gas lines.
  - c. Water lines.
  - d. Sewer lines.
  - e. Telecommunications infrastructure.
- 35. Documentation of electric infrastructure

- a. A letter from the power supplier addressing availability and time required to supply three-phase electric service to the site, the location and voltage of the nearest electric infrastructure serving this site, and the ability to serve the site with transmission-level service.

If electric infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. A letter from the service provider(s) detailing how service will be brought to the site. Please include the following:
    - i. Route of proposed extension.
    - ii. Identify rights-of-way and ownership, and describe the acquisition process.
    - iii. Rough cost estimate and timeline to extend utilities to the site.
  - c. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending electric utilities to the site and time required for extension.
  - d. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
36. Documentation of natural gas infrastructure (if the applicant intends to market the site as served by natural gas)

- a. A letter from the supplier indicating line size, feasibility, and reliability of supply.

If natural gas infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. A letter from the service provider(s) detailing how service will be brought to the site. Please include the following:
    - i. Route of proposed extension.
    - ii. Identify rights-of-way and ownership, and describe the acquisition process.
    - iii. Rough cost estimate and timeline to extend utilities to the site.
  - c. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending natural gas infrastructure to the site and time required for extension.
  - d. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
37. Documentation of water infrastructure
- a. A letter from the water service provider certifying that there is a minimum of 150,000 gallons per day of excess permitted capacity available. This letter should also attest to the provider's ability and willingness to provide appropriate

service to the proposed site, and that the site is within 500 feet of existing water lines that can supply 150,000 gallons per day. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.

- b. Documentation of the size, capacity, and utilization of the existing water treatment plant and any available water storage capacity in the vicinity of the site.
- c. Documentation of the size, capacity, and utilization of the existing water infrastructure at the site and the static and residual pressures in the vicinity of the site.

If the water infrastructure to supply 150,000 gallons per day is not within 500 feet of the site, the applicant must **also** submit:

- d. Documentation on the following:
  - i. Route of proposed extension.
  - ii. Identify rights-of-way and ownership, and describe the acquisition process.
  - iii. Rough cost estimate and timeline to extend utilities to the site.
- e. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending water service to the site and time required for extension.
- f. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- g. A written plan to finance the water extension upon request for service.

If the water system is not capable of providing 150,000 gallons per day, the applicant must **also** submit:

- h. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing water treatment system.
- i. A copy of approved state permits for the water system expansions.
- j. A written plan to finance the water system upgrade upon request for service.

38. Documentation of wastewater infrastructure

- a. A letter from the wastewater treatment service provider certifying that there is excess permitted treatment capacity for 100,000 gallons per day available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the site, that the proposed site is within 500 feet of existing wastewater lines that can handle 100,000 gallons per day, and that connection to these wastewater lines is technically and economically feasible. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.

- b. Documentation of the size, capacity, and utilization of the proposed collection lines and the size and excess capacity of existing or proposed pumping facilities that are necessary to service the site.
- c. Documentation of the permitted capacity, utilization, and excess capacity of the treatment facility; and the type of treatment technology that is presently in use at the treatment facility.

If the wastewater infrastructure that can handle 100,000 gallons per day is not within 500 feet of the site, the applicant must **also** submit:

- d. Documentation on the following:
  - i. Route of proposed extension.
  - ii. Identify rights-of-way and ownership, and describe the acquisition process.
  - iii. Rough cost estimate and timeline to extend utilities to the site.
- e. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending wastewater service to the site and time required for extension.
- f. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- g. A written plan to finance the sewer extension upon request for service.

If the wastewater system is not capable of providing 100,000 gallons of treatment capacity per day, the applicant must **also** submit:

- h. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing wastewater treatment system.
- i. A copy of all required permits for the sewer system expansions.
- j. A written plan to finance the sewer system upgrades upon request for service.

39. Documentation of telecommunications infrastructure

- a. Letter from telecommunications provider that assures that the site can be served.

If telecommunications infrastructure is not within 500 feet of the site, the following documentation of telecommunications infrastructure must be submitted:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending telecommunications infrastructure to the site and time required for extension.
- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).

## **Other Requirements**

40. The applicant must submit a Site Concept Plan that shows the potential building pad, planned ingress/egress, and easements.



## South Carolina Department of Commerce Industrial Site Certification Program

### Full Proposal Table of Contents for an Industrial Park (Step 3)

***Please construct final proposal in the order indicated by this list. Separate each attachment with a tab. The file name for each attachment on electronic copies should correspond to the same numbering as the hard copies.<sup>1</sup>***

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1. General overview report that briefly summarizes the information from all surveys and reports.
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3. Copy of Letter of Intent.
4. Completed Site and Community Questionnaire. *Note: If site conditions have changed since Step 2, please be sure to update the Site and Community Questionnaire.*
5. General location map.
6. Industrial park boundary map.
7. Aerial photograph with industrial park boundaries identified.
8. USGS 7½ minute quadrangle map (scale of 1:24,000) with industrial park boundaries identified.
9. General transportation map including roads, rail, ports, and airports within a 50-mile radius of the industrial park.

#### Site Availability

10. Documentation that ensures that the sites within the industrial park may be offered for a period of **at least two years.**<sup>2</sup> This must include **one** of the following:
  - a. An appropriate real estate listing agreement authorizing an agent to offer the property for sale.
  - b. An option to purchase.
  - c. A contingency contract to purchase or lease.
  - d. If the industrial park owner is also the applicant, a letter from the owner (or his/her authorized representative) indicating the intent to sell the property.
11. A letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered.

<sup>1</sup> For example, the file name for the general transportation map (#10 on this list) should read "10 – General Transportation Map" on the electronic copy.

<sup>2</sup> If the applicant is the recipient or intends to use funding from SCDOC to complete the site certification process, then the applicant must demonstrate that the industrial park can be offered for a period of five years.

12. A copy of the present deed that indicates the current ownership of the industrial park for the property.
13. A county tax map depicting the location and property boundaries of the industrial park.
14. Recordable boundary survey for the proposed industrial park that meets the requirements of the State Plat Law for Class "A" Surveys and is tied to the SC State Plane Coordinate System NAD 1983.
15. Results of a title search showing clear title to the proposed industrial park (the title search must encompass at least the prior 50-year history).

An acceptable title search must indicate:

- The owner does have a saleable interest in the property
- Any restrictions on the use of the property (covenants or easements)
- Any liens that may exist against the property.

### Site Developability

16. Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, or any other items that might impact the industrial park's developability.
17. A county soil survey with industrial park boundaries identified.
18. National Wetlands Inventory (NWI) map for the industrial park area.
19. FEMA flood map(s) of the proposed industrial park with panel number indicated and industrial park boundaries identified.
  - a. If there is filling in designated flood areas of the industrial park, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for any of the sites within the industrial park, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.
20. Phase I Environmental Site Assessment (ESA). The Phase I ESA should be performed in accordance with ASTM Standard E1527-05. If there is indication of a recognized environmental concern, a Phase II ESA should be submitted. If the identified areas of environmental concern are part of the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, a remediation plan must also be submitted. The remediation plan must include cost and schedule estimates.
21. A Wetlands Delineation including map(s) and/or report(s) indicating the location of wetlands must be submitted. A Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should also be provided.<sup>3</sup> If wetlands exist and will be disturbed, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
22. An endangered and threatened species study including map(s) and/or report(s) indicating the presence and location of rare or endangered plant and/or animal species

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<sup>3</sup> If all other criteria have been met successfully, industrial sites and parks will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.

must be submitted. This report should be accompanied by an acknowledgement letter from the U.S. Fish and Wildlife Service. If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.

23. An archeological/historical investigation report including map(s) and/or report(s) indicating the presence and location of archeological findings, historic sites, or structures must be provided.<sup>4</sup> This report should be accompanied by an acknowledgement letter from the State Historical Preservation Officer (SHPO). If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted. If a community has completed an archeological and historical investigation on their site, and they have received a letter from SHPO stating that it would recommend that no additional cultural resource surveys are necessary – the community does not have to redo the archeological and historical study.
24. A geotechnical study documenting that the industrial park's soil characteristics are compatible with industrial development must be submitted. The study should indicate a specific Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is now required that communities do one drilling per 50 acres, but no fewer than four drillings, and no more than 16 drillings. The exception to this would be if considerable wetlands were on the site rendering a large amount of acreage unsuitable for development.
25. A topographic survey or topographic analysis of the industrial park indicating the two-foot contours of the industrial park.<sup>5</sup>
26. An engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. To complete this estimate, the applicant should assume a graded pad of 300 feet by 500 feet. Provide a visual indicating the location of the proposed pad in the industrial park.

## Transportation

27. Map indicating the following:
  - a. Route from the industrial park to an interstate.
  - b. Any bridges that must be crossed along the route highlighted and the weight limit of those bridges indicated.
  - c. Any underpasses that occur along the route highlighted and the height and width clearances of those underpasses indicated.

If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:

- d. Letter of Intent stating access will be upgraded to required standards when the industrial park is developed. This letter should contain specific details about all road improvements necessary to allow access to the industrial park.
- e. A plan including itemized cost and schedule estimates for making all necessary upgrades to the industrial park access.

<sup>4</sup> The protocol for this study is outlined in a Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History.

<sup>5</sup> Aerial LIDAR surveys are acceptable.

- f. A written plan to finance all necessary upgrades to the industrial park access.
- 28. Documentation of rail infrastructure (if applicable)
  - a. Map of existing rail infrastructure (if applicable).
  - b. A letter from the rail provider indicating its feasibility and willingness to provide rail access to the proposed industrial park (if applicable).
  - c. A plan (including the route, a cost, and a schedule) for providing rail to the proposed industrial park (if applicable).
  - d. Potential rail layouts for the proposed industrial park with site boundaries identified (if applicable).
  - e. Proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option (if applicable).

## Zoning

- 29. Map illustrating the current zoning for the industrial park and surrounding area.
- 30. A document that indicates the industrial park's current zoning description and outlines the acceptable uses under the current zoning description (if applicable). If the zoning for the area surrounding the industrial park is different than the zoning for the industrial park itself, also attach a description of allowable uses under current zoning classifications for surrounding property (if applicable).
- 31. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map.
- 32. Letter of willingness from authorized personnel to consider a change to industrial park's zoning (if applicable). This letter should also include an outline of the rezoning process.

## Utilities

- 33. Infrastructure map(s) identifying the following:
  - a. Electric lines.
  - b. Natural gas lines.
  - c. Water lines.
  - d. Sewer lines.
  - e. Telecommunications infrastructure.
- 34. Documentation of electric infrastructure
  - a. A letter from the power supplier addressing availability and time required to supply three-phase electric service to the industrial park, the location and voltage of the nearest electric infrastructure serving this industrial park, and the ability to serve the industrial park with transmission-level service.

If electric infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:

- b. A letter from the service provider(s) detailing how service will be brought to the industrial park. Please include the following:
    - i. Route of proposed extension.
    - ii. Identify rights-of-way and ownership, and describe the acquisition process.
    - iii. Rough cost estimate and timeline to extend utilities to the industrial park.
  - c. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending electric utilities to the industrial park and time required for extension.
  - d. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
35. Documentation of natural gas infrastructure (if the applicant intends to market the industrial park as served by natural gas)
- a. A letter from supplier indicating line size, feasibility, and reliability of supply.

If natural gas infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:

- b. A letter from the service provider(s) detailing how service will be brought to the industrial park. Please include the following:
    - iv. Route of proposed extension.
    - v. Identify rights-of-way and ownership, and describe the acquisition process.
    - vi. Rough cost estimate and timeline to extend utilities to the industrial park.
  - c. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending natural gas infrastructure to the industrial park and time required for extension.
  - d. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
36. Documentation of water infrastructure
- a. A letter from the water service provider certifying that there is a minimum of 300,000 gallons per day of excess permitted capacity available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the proposed industrial park, and that the industrial park is within 500 feet of existing water lines that can supply 300,000 gallons per day. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
  - b. Documentation of the size, capacity, and utilization of the existing water treatment plant and any available water storage capacity in the vicinity of the industrial park.

- c. Documentation of the size, capacity, and utilization of the existing water infrastructure at the industrial park and the static and residual pressures in the vicinity of the industrial park.

If the water infrastructure to supply 300,000 gallons per day is not within 500 feet of the industrial park, the applicant must **also** submit:

- d. Documentation on the following:
  - vii. Route of proposed extension.
  - viii. Identify rights-of-way and ownership, and describe the acquisition process.
  - ix. Rough cost estimate and timeline to extend utilities to the industrial park.
- e. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending water service to the industrial park and time required for extension.
- f. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- g. A written plan to finance the water extension upon request for service.

If the water system is not capable of providing 300,000 gallons per day, the applicant must **also** submit:

- h. An engineer's detailed cost estimate for expanding the existing water treatment system.
- i. A copy of all required permits for the water system expansions.
- j. A written plan to finance the water system upgrade upon request for service.

### 37. Documentation of wastewater infrastructure

- a. A letter from the wastewater treatment service provider certifying that there is excess permitted treatment capacity for 200,000 gallons per day available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the industrial park, that the proposed industrial park is within 500 feet of existing wastewater lines that can handle 200,000 gallons per day, and that connection to these wastewater lines is technically and economically feasible. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
- b. Documentation of the size, capacity, and utilization of the proposed collection lines and the size and excess capacity of existing or proposed pumping facilities that are necessary to service the industrial park.
- c. Documentation of the permitted capacity, utilization, and excess capacity of the treatment facility; and the type of treatment technology that is presently in use at the treatment facility.



If the wastewater infrastructure that can handle 200,000 gallons per day is not within 500 feet of the industrial park, the applicant must **also** submit:

- d. Documentation on the following:
  - i. Route of proposed extension.
  - ii. Identify rights-of-way and ownership, and describe the acquisition process.
  - iii. Rough cost estimate and timeline to extend utilities to the industrial park.
- e. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending wastewater service to the site and time required for extension.
- f. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- g. A written plan to finance the sewer extension upon request for service.

If the wastewater system is not capable of providing 200,000 gallons of treatment capacity per day, the applicant must **also** submit:

- h. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing wastewater treatment system.
- i. A copy of all required permits for the sewer system expansions.
- j. A written plan to finance the sewer system upgrades upon request for service.

38. Documentation of telecommunications infrastructure

- a. Letter from telecommunications provider that assures that the site can be served.

If telecommunications infrastructure is not within 500 feet of the industrial park, the following documentation of telecommunications infrastructure must be submitted:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending telecommunications infrastructure to the industrial park and time required for extension.
- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).



## Other Requirements

39. A Master Development Plan that shows the location of park access roads, easements for all utilities (water, sewer, natural gas, electricity, and telecommunications), and proposed lot locations and sizes must be submitted. The Master Development Plan should take into consideration and note the location of development limitations, such as wetlands, floodplains, and permanent easements.
40. A draft set of protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control must be submitted.

# **SECTION 5:**

## **MINIMUM CRITERIA FOR INDUSTRIAL SITE CERTIFICATION**



**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**2011**

# South Carolina Department of Commerce Industrial Site Certification Program

## Minimum Criteria for Industrial Site Certification

***Note that these criteria are not listed in this document in the order in which an applicant is expected to demonstrate that the criteria has been met.***

### Site Availability

1. The site must be available for sale or lease (with a documented price and terms) to prospective industrial investors. The applicant must provide documentation to confirm that the site is available. The attachments that must be submitted include the following:
  - a. Appropriate documentation that ensures that the site may be offered for a period of **at least two years**.<sup>1</sup> This could be: 1) an appropriate real estate listing agreement authorizing an agent to offer the property for sale; 2) an option to purchase; 3) a contingency contract to purchase or lease; or 4) if the site owner is also the applicant, a letter from the owner (or his/her authorized representative) indicating the intent to sell the property.
  - b. A letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered.
  - c. A copy of the present deed that indicates the current ownership of the industrial site for the property.
  - d. A recordable boundary survey for the proposed site that meets the requirements of the State Plat Law for Class "A" Surveys and is tied to the SC State Plane Coordinate System NAD 1983.
  - e. The results of a title search showing clear title to the proposed site (the title search must encompass at least the prior 50-year history).

An acceptable title search must indicate:

- The owner does have a saleable interest in the property
  - Any restrictions on the use of the property (covenants or easements)
  - Any liens that may exist against the property.
- f. A county tax map depicting the location and property boundaries of the site.

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<sup>1</sup> If the applicant is the recipient or intends to use funding from SCDOC to complete the site certification process, then the applicant must demonstrate that the site can be offered for a period of five years.

## Site Developability

2. The site must be a minimum of 20 developable<sup>2</sup>, contiguous acres. The applicant must provide documentation to demonstrate the site's developability. The attachments that must be submitted include the following:
  - a. Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, restrictive covenants, and any other items that might impact the site's developability.
  - b. Phase I Environmental Site Assessment (ESA). The Phase I ESA should be performed in accordance with ASTM Standard E1527-05. If there is indication of a recognized environmental concern, a Phase II ESA will be required to certify the site. If the identified areas of environmental concern are part of the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, a remediation plan must also be submitted. The remediation plan must include cost and schedule estimates.
  - c. A Wetlands Delineation including map(s) and/or reports(s) indicating the location of wetlands must be completed. When available, a Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should be provided.<sup>3</sup> If wetlands exist and will be disturbed, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
  - d. Documentation including map(s) and/or report(s) indicating the presence and location of rare or endangered plant and/or animal species must be completed. This report should be accompanied by an acknowledgement letter from the U.S. Fish and Wildlife Service. If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
  - e. Documentation including map(s) and/or report(s) indicating the presence and location of archeological findings, historic sites, or structures must be provided.<sup>4</sup> This report should be accompanied by an acknowledgement letter from the State Historical Preservation Officer (SHPO). If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted. If a community has completed an archeological and historical investigation on their site, and they have received a letter from SHPO stating that it would recommend that no additional cultural resource surveys are necessary – the community does not have to redo the archeological and historical study.
  - f. A geotechnical study documenting that the site's soil characteristics are compatible with industrial development. The study should indicate a specific

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<sup>2</sup> "Developable" acres are those that have no impediments to development, or mitigation for any known impediments can be accomplished in less than 90 days.

<sup>3</sup> If all other criteria have been met successfully, industrial sites and parks will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.

<sup>4</sup> The protocol for this study is outlined in a Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History.

Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is required that communities do one drilling per 50 acres, but no fewer than four drillings, and no more than 16 drillings. The exception to this would be if considerable wetlands were on the site rendering a large amount of acreage unsuitable for development.

- g. A topographic survey or topographic analysis of the site indicating the two-foot contours of the site.<sup>5</sup>
  - h. An engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. To complete this estimate, the applicant should assume a graded pad of 300 feet by 500 feet. Provide a visual indicating the location of the proposed pad on the site.
3. The site's developable acreage must be located outside of the 100-year Flood Zone. The applicant should attach a FEMA map with the panel number clearly indicated. If there is filling on the site in designated flood areas, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for the site, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.

## Transportation

4. The site must be directly served by a road that is compatible with state standards for tractor-trailer access (80,000 pounds / 20,000 pounds per axle). The following documentation must be provided:
- a. A map indicating the route from the site to an interstate.
  - b. Any bridges that must be crossed must be indicated, and the weight limit of those bridges must be provided.
  - c. Any underpasses that occur along the route must be indicated, and the height and width clearances of those underpasses must be provided.
- If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:
- d. Letter of Intent stating access will be upgraded to required standards when the site is developed. This letter should contain specific details about all road improvements necessary to allow access to the site.
  - e. A plan including itemized cost and schedule estimates for making all necessary upgrades to the site access.
  - f. A written plan to finance all necessary upgrades to the site access.
5. If the applicant intends to market the proposed site as rail-served, then the applicant must submit documentation that the site will be able to be served by rail. The following documentation must be provided:

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<sup>5</sup> Aerial LIDAR surveys are acceptable.

- a. A letter from the rail provider indicating its feasibility and willingness to provide rail access to the proposed site.
- b. A map of the existing rail infrastructure.
- c. The plan (including the route, a cost, and a schedule) for providing rail to the proposed site.
- d. If applicable, the applicant must also submit proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option.

## Zoning

6. The site must be zoned appropriately (if applicable). If the site is not zoned appropriately and the jurisdiction does require zoning, the applicant must submit a letter from authorized personnel detailing the process and timeline for rezoning.
7. If zoning is not present in the jurisdiction in which the site is located, the applicant must submit a Comprehensive Land Use Plan.

## Utilities

8. The site must be served by industrial quality power (a minimum of three-phase electric service). The applicant must submit the following documentation:
  - a. A letter from the power supplier addressing availability and time required to supply three-phase electric service to the site, the location and voltage of the nearest electric infrastructure serving this site, and the ability to serve the site with transmission-level service.

If electric infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending electric utilities to the site and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
9. If the applicant intends to market the site as served by natural gas, the applicant must submit the following documentation:
  - a. A letter from the supplier indicating size, feasibility, and reliability of supply.

If natural gas infrastructure is not within 500 feet of the site (and the applicant intends to market the site as served by natural gas), the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending natural gas infrastructure to the site and time required for extension.



- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
10. The site must be served by a water system with a minimum excess capacity of 150,000 gallons per day. The applicant must attach the following documentation:
- a. A letter from the water service provider certifying that there is a minimum of 150,000 gallons per day of excess permitted capacity available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the proposed site, and that the site is within 500 feet of existing water lines that can supply 150,000 gallons per day. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
  - b. Documentation of the size, capacity, and utilization of the existing water treatment plant and any available water storage capacity in the vicinity of the site.
  - c. Documentation of the size, capacity, and utilization of the existing water infrastructure at the site and the static and residual pressures in the vicinity of the site.

If the water infrastructure to supply 150,000 gallons per day is not within 500 feet of the site, applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending water service to the site and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the water extension upon request for service.

If the water system is not capable of providing 150,000 gallons per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing water treatment system.
- h. A copy of all required permits for the water system expansions.
- i. A written plan to finance the water system upgrade upon request for service.

11. The site must be served by a wastewater system with a minimum excess capacity of 100,000 gallons per day.<sup>6</sup> The applicant must submit the following documentation:
- a. A letter from the wastewater treatment service provider certifying that there is excess permitted treatment capacity for 100,000 gallons per day available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the site, that the proposed site is within 500

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<sup>6</sup> Septic tanks are not an acceptable wastewater treatment solution.



feet of existing wastewater lines that can handle 100,000 gallons per day, and that connection to these wastewater lines is technically and economically feasible. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.

- b. Documentation of the size, capacity, and utilization of the proposed collection lines, and the size and excess capacity of existing or proposed pumping facilities that are necessary to service the site.
- c. Documentation of the permitted capacity, utilization, and excess capacity of the treatment facility; and the type of treatment technology that is presently in use at the treatment facility.

If the wastewater infrastructure to handle 100,000 gallons per day is not within 500 feet of the site, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending wastewater service to the site and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the sewer extension upon request for service.

If the wastewater system is not capable of providing 100,000 gallons of treatment capacity per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing wastewater treatment system.
- h. A copy of all required permits for the sewer system expansions.
- i. Written plan to finance the sewer system upgrades upon request for service.

12. The site must be served by telecommunications infrastructure. The applicant must submit the following documentation:

- a. A letter from the service provider indicating the type of services available at the site.

If telecommunications infrastructure is not within 500 feet of the site, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending telecommunications infrastructure to the site and time required for extension.
- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).

## Other Requirements

13. The applicant must submit a Site Concept Plan that shows the potential building pad, ingress/egress, and easements.

# **SECTION 6:**

## **MINIMUM CRITERIA FOR INDUSTRIAL PARK CERTIFICATION**



**SOUTH CAROLINA DEPARTMENT OF COMMERCE**

**2011**

# South Carolina Department of Commerce Industrial Site Certification Program

## Minimum Criteria for Industrial Park Certification

***Note that these criteria are not listed in this document in the order in which an applicant is expected to demonstrate that the criteria has been met.***

### Site Availability

1. The sites within the proposed industrial park must be available for sale or lease (with a documented price and terms) to prospective industrial investors. The applicant must provide documentation to confirm that the industrial park is available. The attachments that must be submitted include the following:
  - a. Appropriate documentation that ensures that the sites in the industrial park may be offered for a period of **at least two years**.<sup>1</sup> This could be: 1) an appropriate real estate listing agreement authorizing an agent to offer the property for sale; 2) an option to purchase; 3) a contingency contract to purchase or lease; or 4) if the property owner is also the applicant, a letter from the owner (or its authorized representative) indicating the intent to sell the property.
  - b. A letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered.
  - c. A copy of the present deed that indicates the current ownership of the industrial park for the property.
  - d. A recordable boundary survey for the proposed industrial park that meets the requirements of the State Plat Law for Class "A" Surveys and is tied to the SC State Plane Coordinate System NAD 1983.
  - e. The results of a title search showing clear title to the proposed industrial park (the title search must encompass at least the prior 50-year history).

An acceptable title search must indicate:

- The owner does have a saleable interest in the property
  - Any restrictions on the use of the property (covenants or easements)
  - Any liens that may exist against the property.
- f. A county tax map depicting the location and property boundaries of the industrial park.

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<sup>1</sup> If the applicant is the recipient or intends to use funding from SCDOC to complete the site certification process, then the applicant must demonstrate that the site can be offered for a period of five years.

## Site Developability

2. The industrial park must be a minimum of 100 subdividable acres with at least one parcel in the park being a minimum of 20 developable<sup>2</sup>, contiguous acres. The applicant must provide documentation to demonstrate the industrial park's developability. The attachments that must be submitted include the following:
  - a. Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, restrictive covenants, and any other items that might impact the industrial park's developability.
  - b. Phase I Environmental Site Assessment (ESA). The Phase I ESA should be performed in accordance with ASTM Standard E1527-05. If there is indication of a recognized environmental concern, a Phase II ESA will be required to certify the industrial park. If the identified areas of environmental concern are part of the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, a remediation plan must also be submitted. The remediation plan must include cost and schedule estimates.
  - c. A Wetlands Delineation including map(s) and/or reports(s) indicating the location of wetlands must be completed. When available, a Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should be provided.<sup>3</sup> If wetlands exist and will be disturbed, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
  - d. Documentation including map(s) and/or report(s) indicating the presence and location of rare or endangered plant and/or animal species must be completed. This report should be accompanied by an acknowledgement letter from the U.S. Fish and Wildlife Service. If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted.
  - e. Documentation including map(s) and/or report(s) indicating the presence and location of archeological findings, historic sites, or structures must be provided.<sup>4</sup> This report should be accompanied by an acknowledgement letter from the State Historical Preservation Officer (SHPO). If applicable, a plan for mitigation, including costs, a schedule, and a funding source(s), must be submitted. If a community has completed an archeological and historical investigation on their site, and they have received a letter from SHPO stating that it would recommend that no additional cultural resource surveys are necessary – the community does not have to redo the archeological and historical study.

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<sup>2</sup> "Developable" acres are those that have no impediments to development, or mitigation for any known impediments can be accomplished in less than 90 days.

<sup>3</sup> If all other criteria have been met successfully, industrial sites and parks will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers.

<sup>4</sup> The protocol for this study is outlined in a Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History.

- f. A geotechnical study documenting that the industrial park's soil characteristics are compatible with industrial development. The study should indicate a specific Seismic Site Class per current International Building Code (IBC). Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods. It is required that communities do one drilling per 50 acres, but no fewer than four drillings, and no more than 16 drillings. The exception to this would be if considerable wetlands were on the site rendering a large amount of acreage unsuitable for development.
  - g. A topographic survey or topographic analysis of the industrial park indicating the two-foot contours of the industrial park.<sup>5</sup>
  - h. An engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. To complete this estimate, the applicant should assume a graded pad of 300 feet by 500 feet. Provide a visual indicating the location of the proposed pad in the industrial park.
- 3. The proposed developable parcels of the industrial park must be located outside of the 100-year Flood Zone. The applicant should attach a FEMA map with the panel number clearly indicated. If there is filling in designated flood areas of the industrial park, the applicant must attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for any of the sites within the industrial park, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.

## Transportation

- 4. The industrial park must be directly served by a road that is compatible with state standards for tractor-trailer access (80,000 pounds / 20,000 pounds per axle). The following documentation must be provided:
  - a. A map indicating the route from the industrial park to an interstate.
  - b. Any bridges that must be crossed must be indicated, and the weight limit of those bridges must be provided.
  - c. Any underpasses that occur along the route must be indicated, and the height and width clearances of those underpasses must be provided.If the route does not completely allow for tractor-trailer access, the applicant must submit the following documentation:
  - d. Letter of Intent stating access will be upgraded to required standards when the industrial park is developed. This letter should contain specific details about all road improvements necessary to allow access to the industrial park.
  - e. A plan including itemized cost and schedule estimates for making all necessary upgrades to the industrial park access.
  - f. A written plan to finance all necessary upgrades to the industrial park access.

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<sup>5</sup> Aerial LIDAR surveys are acceptable.

5. If the applicant intends to market the proposed industrial park as rail-served, then the applicant must submit documentation that the industrial park will be able to be served by rail. The following documentation must be provided:
  - a. A letter from the rail provider indicating its willingness to provide rail access to the proposed industrial park.
  - b. A map of the existing rail infrastructure.
  - c. The plan (including the route, a cost, and a schedule) for providing rail to the proposed industrial park.
  - d. If applicable, the applicant must also submit proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option.

## Zoning

6. The industrial park must be zoned appropriately (if applicable). If the industrial park is not zoned appropriately and the jurisdiction does require zoning, the applicant must submit a letter from authorized personnel detailing the process and timeline for rezoning.
7. If zoning is not present in the jurisdiction in which the industrial park is located, the applicant must submit a Comprehensive Land Use Plan.

## Utilities

8. The industrial park must be served by industrial quality power (a minimum of three-phase electric service). The applicant must submit the following documentation:
  - a. A letter from the power supplier addressing availability and time required to supply three-phase electric service to the industrial park, the location and voltage of the nearest electric infrastructure serving this industrial park, and the ability to serve the industrial park with transmission-level service.If electric infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:
  - b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending electric utilities to the industrial park and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
9. If the applicant intends to market the industrial park as served by natural gas, the applicant must submit the following documentation:
  - a. A letter from the supplier indicating size, feasibility, and reliability of supply.



If natural gas infrastructure is not within 500 feet of the industrial park (and the applicant intends to market the industrial park as served by natural gas), the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending natural gas infrastructure to the industrial park and time required for extension.
  - c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
10. The industrial park must be served by a water system with a minimum excess capacity of 300,000 gallons per day. The applicant must attach the following documentation:
- a. A letter from the water service provider certifying that there is a minimum of 300,000 gallons per day of excess permitted capacity available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the proposed industrial park, and that the industrial park is within 500 feet of existing water lines that can supply 300,000 gallons per day. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
  - b. Documentation of the size, capacity, and utilization of the existing water treatment plant and any available water storage capacity in the vicinity of the industrial park.
  - c. Documentation of the size, capacity, and utilization of the existing water infrastructure at the industrial park and the static and residual pressures in the vicinity of the industrial park.

If the water infrastructure to supply 300,000 gallons per day is not within 500 feet of the industrial park, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending water service to the industrial park and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the water extension upon request for service.

If the water system is not capable of providing 300,000 gallons per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing water treatment system.
- h. A copy of all required permits for the water system expansions.
- i. A written plan to finance the water system expansion upon request for service.

11. The industrial park must be served by a wastewater system with a minimum excess capacity of 200,000 gallons per day.<sup>6</sup> The applicant must submit the following documentation:
- a. A letter from the wastewater treatment service provider certifying that there is excess permitted treatment capacity for 200,000 gallons per day available. This letter should also attest to the provider's ability and willingness to provide appropriate service to the industrial park, that the proposed industrial park is within 500 feet of existing wastewater lines that can handle 200,000 gallons per day, and that connection to these wastewater lines is technically and economically feasible. The letter should also address any encumbrances on the excess capacity including committed allocations and all known requests for additional capacity.
  - b. Documentation of the size, capacity, and utilization of the proposed collection lines, and the size and excess capacity of existing or proposed pumping facilities that are necessary to service the industrial park.
  - c. Documentation of the permitted capacity, utilization, and excess capacity of the treatment facility; and the type of treatment technology which is presently in use at the treatment facility.

If the wastewater infrastructure to handle 200,000 gallons per day is not within 500 feet of the industrial park, the applicant must **also** submit:

- d. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending wastewater service to the industrial park and time required for extension.
- e. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).
- f. A written plan to finance the sewer extension upon request for service.

If the wastewater system is not capable of providing 200,000 gallons of treatment capacity per day, the applicant must **also** submit:

- g. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for expanding the existing wastewater treatment system.
- h. A copy of all required permits for the sewer system expansions.
- i. A written plan to finance the sewer system upgrades upon request for service.

12. The site must be served by telecommunications infrastructure. The applicant must submit the following documentation:
- a. A letter from the service provider indicating the type of services available at the industrial park.

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<sup>6</sup> Septic tanks are not an acceptable wastewater treatment solution.

If telecommunications infrastructure is not within 500 feet of the industrial park, the applicant must **also** submit:

- b. An engineer's detailed (visual indicating proposed extension and itemized cost estimate) plan for extending telecommunications infrastructure to the industrial park and time required for extension.
- c. Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).

### Other Requirements

- 13. The applicant must submit a Master Development Plan that shows the location of park access roads, easements for all utilities (water, sewer, natural gas, electricity, and telecommunications), and proposed lot locations and sizes. The Master Development Plan should take into consideration and note the location of development limitations, such as wetlands, floodplains, and permanent easements.
- 14. The applicant must submit a draft set of protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control.